

Parking Spot Reassignment Notification

Dear [Employee Name],

We hope this message finds you well. This letter is to inform you that there has been a reassignment of parking spots in our facility.

Your new parking spot will be located at [**New Parking Spot Number/Location**], effective from [**Effective Date**]. Please ensure to use this spot moving forward to avoid any inconveniences.

If you have any questions or concerns regarding this change, please feel free to reach out to the HR department.

Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]